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JK

26 July 1971

MEMORANDUM FOR: Director of Personnel

SUBJECT : 26 July 1971 Progress Report, Overview History
of Personnel Administration, 1948 - 1968

1. Two hundred twenty-five pages of manuscript are completed in draft form taking the combination topical-chronological narrative up to 1963. All taped material, with the exception of today's interview with Colonel White, has been incorporated.

2. It will be necessary to shorten course to wind the project down by 1 October as follows:

Drop Chapters V (Administering to the Human Side, Benefits and Services) and VI (Changing Patterns).

End interviewing 1 August with Wattles' interview (Each interview represents about three days work for me, preparing, transcribing, and incorporating excepts into source references.)

End the writing by 1 September with completion of Chapter IV, (1968).

Retiring records (three safes) during September.

3. If the decision is to go to 1 January, it would be possible
to:

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Finish interviewing (Echols, [REDACTED]
[REDACTED] and yourself).

Write Chapter V.

Prepare bibliography and retire records on an orderly basis possibly running them through [REDACTED] Historical Staff Registry for the central index.

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Conduct session on 'uses' if [REDACTED] wants it.

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